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**Report on the Standard Operating Procedures for the travel of  
members of the Committee on Budget and Finance**

1. Pursuant to the request of the Assembly of States Parties contained in resolution ICC-ASP/3/Res.5 and bearing in mind paragraph 8 of the report of the Committee on Budget and Finance on its second session held in March 2004 (ICC-ASP/3/22), the Court has codified its Standard Operating Procedures relating to travel on behalf of the Court or in connection with the Court's work which amongst others provide for the business class travel of members of the Committee on Budget and Finance.
2. These codified Standard Operating Procedures, which are currently being applied by the Court, are annexed to this report for information.

## ANNEX

### Standard Operating Procedures as of 30th August 2005

#### Official Travel

##### Section 1

##### Purpose

1.1 These Standard Operating Procedures set out the rules and regulations applicable to all persons undertaking official travel in connection with the work of the Court.

##### Section 2

##### Authorization of official travel

2.1 Official travel shall be duly authorized in writing before it is undertaken. Only in exceptional cases shall oral approval of travel be accepted. In such cases, a written travel request shall be provided as soon as possible.

2.2 Official travel shall be arranged through the Travel Unit. Upon request, the Travel Unit may allow travellers to make their own travel arrangements.

##### Section 3

##### Standard travel class, rest periods, authorized stopovers and annual leave compensation for travel by train and by air

3.1 The standard travel class for official travel by train shall be first class or equivalent accommodation, as appropriate.

3.2 The standard travel class for official travel by air shall be economy class, except as provided in (a) and (b) below:

- (a) For Under-Secretaries-General and Assistant Secretaries-General (or persons of equivalent rank) and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business, on appointment, reassignment or separation, on home leave and family visit, irrespective of the duration of the particular flight.
- (b) For travellers below the rank of Assistant Secretary-General (or equivalent) and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on initial appointment or separation where the traveller is serving on a contract of one year's duration or more and the journey time is nine hours or longer.

- (c) Subject to the provisions of 3(2)c above, for members of the Committee of Budget and Finance, the class immediately below first class shall be provided for travel where the duration of a journey is of nine hours or longer.

3.3 Travellers and, where applicable, their eligible family members on official travel by air are entitled to rest periods and stopovers for rest purposes:

- (a) When the duration of a journey is six hours or longer; or
- (b) When a journey exceeds travel through five world time zones.

3.4 For official travel by air, travellers are entitled to rest periods before commencing duties or a stopover for rest purposes as follows:

- (a) When the scheduled time for the journey is between 6 and 9 hours, the traveller shall not normally be required to commence duty on the day of arrival. The rest period shall not be charged to annual leave only if the rest period is actually used. The traveller is entitled to daily subsistence allowance away from the duty station;
- (b) When the scheduled time for the journey is between 9 and 16 hours, or when a journey exceeds travel through five world time zones, the traveller shall normally be required to commence duty on the second calendar day after arrival. The rest period shall not be charged to annual leave only if the rest period is actually used. The traveller is entitled to daily subsistence allowance away from the duty station;
- (c) When the scheduled time for the journey is more than 16 hours, the traveller may have one authorized stopover for rest purposes, which shall not exceed 24 hours, at an intermediate point on route, with daily subsistence allowance. As an alternative to the rest stopover, the traveller may choose to commence duty on the second calendar day after arrival. The rest period shall not be charged to annual leave only if the rest period is actually used. The traveller is entitled to daily subsistence allowance away from the duty station.

3.5 A traveller is not entitled to non-chargeable annual leave to compensate for official travel when the rest period falls on a weekend or holiday.

3.6 The duration of a journey shall be determined on the basis of the combined flying time of all legs of the journey by the most direct and economical route available to the designated destination. The flying time shall include transfers provided by an airline by means of transport other than by air, and scheduled stops for changes of plane or for other purposes included as part of the official reservation. The calculation of the duration of the journey shall exclude travel time to and from airports or other transport terminals.

3.7 Air travel shall be provided at the most economical rate. This may include discounted airfares. The Court shall assume responsibility for any surcharge imposed after the issue of tickets if changes to the original travel plans are authorized by the Court.

3.8 The standard travel class for official travel may be authorized at a level higher than normally applicable on an exceptional basis, when justified by special circumstances, such as for duly certified medical reasons. Prior approval shall be obtained from the appropriate designated officials of the Court.

3.9 When the traveller uses a more economical travel class than the approved standard for the authorized travel, the Court shall pay only for the travel class actually used, at the rate paid by the traveller. Use of a more economical fare shall not entitle the traveller to apply savings to any deviation from the approved itinerary or to additional stopovers or further transportation. The traveller shall be responsible for any delays, penalties or additional expenses incurred as a result of making such special arrangements.

3.10 When the traveller uses a less economical travel class than the approved standard for the authorized travel, the Court shall pay only for travel actually authorized, and additional expenses shall be borne by the traveller. The traveller shall be responsible for any delays, penalties or additional expenses incurred as a result of making such special arrangements.

#### Section 4

##### Travel time other than on home leave or family visit travel

4.1 In the case of official travel, other than on home leave or family visit travel, by the most direct and economical route, either by air or by the fastest available surface mode of transportation when air travel is not feasible, actual travel time spent during a working day or an authorized stopover for rest purposes, or for unavoidable stopovers which cannot reasonably be regarded as rest stops, shall not be charged to annual leave.

4.2 Travellers are not entitled to non-chargeable annual leave to compensate for official travel when the rest period falls on a weekend or holiday.

4.3 Travellers travelling for all or part of a journey by a requested indirect air route, or wholly or in part by surface when air transportation is the normal mode, or by other than the fastest available surface means of transportation when air travel is not feasible, shall be granted travel time not chargeable to annual leave only for the time which would have been required had the travel been undertaken by the most direct route and normal mode.

#### Section 5

##### Travel time on home leave or family visit

5.1 For travel on both the outward and return journey on home leave or family visit, travellers shall be granted a fixed amount of travel time not chargeable to annual leave, determined on the basis of the most direct flights available as follows:

- (a) One day for each journey of less than 9 hours;
- (b) Two days for each journey of 9 hours or more but less than 16 hours;
- (c) Three days for each journey of 16 hours or more.

5.2 The approved travel time shall include any authorized rest period or stopover made by the traveller and the time required for any additional journey to or from:

- (a) The international port of arrival and place of home leave within the home country;
- (b) The place of entitlement for family visit travel when the place of entitlement is in a country other than the home country.

5.3 One stopover for rest purposes, which shall not exceed 24 hours, may be authorized at an intermediate point on route, with daily subsistence allowance, for journeys of 9 hours or longer for travellers travelling on home leave with children under the age of 12. No stopovers shall be granted in connection with family visit travel or education grant travel.

## Section 6

### Deviations from the approved route, mode of transportation or standard of accommodation

6.1 When travellers are permitted to travel for their personal convenience by a route, mode of transportation or standard of accommodation other than that approved, their entitlement in respect of a particular journey shall be limited to the travel expenses and travel time to which they would have been entitled had the travel been undertaken by the approved route, mode of transportation and standard of accommodation. The reimbursable travel expenses shall be calculated on the basis of the most economical airfare by the most direct route or the most economical route when airfare is not applicable, at the appropriate standard and rate.

6.2 Official travel in respect of appointment, family visit, home leave, education grant and separation may be undertaken by privately owned motor vehicle. Reimbursement for travel by private motor vehicle shall be based on the mileage shown on official road guides and at the rate applicable to the country. Parking fees and tolls shall be paid only upon presentation of a receipt. Reimbursement shall be made once per automobile. In such cases:

- (a) The reimbursed amount for travel by private motor vehicle for a distance of over 500 kilometres shall be equivalent to the most economical airfare by the most direct route to or from the closest airport or the most economical route when airfare is not applicable. Additional expenses shall be borne by the traveller;
- (b) Prior to the commencement of official travel by private motor vehicle, a waiver of liability shall be signed by the traveller and forwarded to the Travel Unit.

6.3 Deviation from the approved route, mode of transportation or standard of accommodation for reasons other than personal convenience shall be approved by the appropriate designated officials of the Court.

## Section 7

### Terminal expenses

7.1 Terminal expenses are allocated to cover all expenses for public transport between the airport or other point of arrival or departure and the hotel or other place of residence, transfer of baggage and other related incidental charges. These expenses shall be reimbursed in a fixed amount in respect of the traveller and, where applicable, each eligible family member authorized to travel at the expense of the Court. Where an official vehicle is made available by the Court or where the traveller is authorized to use a private motor vehicle, no terminal expenses shall be allocated. For travel of eligible family members, reduced terminal expenses shall be applicable.

7.2 No terminal expenses shall be reimbursable in respect of:

- (a) An intermediate stop which is not authorized;

- (b) An intermediate stop of less than six hours which does not involve leaving the terminal, or is exclusively for the purpose of making an onward connection;
- (c) Authorized official travel by private motor vehicle.

#### Section 8

##### Route and mode of transport for travel other than home leave, family visit or education grant travel

- 8.1. The normal mode of transport for all official travel other than home leave, family visit or education grant travel shall be by air or by train, whichever is more efficient.
- 8.2. The normal route for travel shall be the most direct and economical route.

#### Section 9

##### Route and mode of transport for travel of staff members and officials and their eligible dependents on home leave, family visit or education grant travel

9.1. The normal mode of transport for all official home leave, family visit or education grant travel shall be by air or by train, whichever is more efficient.

9.2. For travel by air relating to home leave, family visit or education grant travel, staff members and officials below the Assistant Secretary-General level and their eligible dependants are entitled to an economy-class ticket. Under-Secretaries-General and Assistant Secretaries-General and, where applicable, their eligible family members shall be entitled to the class immediately below first class for home leave and family visit travel, as specified in paragraph 3.2 of these Standard Operating Procedures. All flights shall be undertaken by the least costly scheduled air carrier between the staff member's duty station and:

- (a) The closest airport to the established place of entitlement for home leave or family visit travel; or
- (b) The established place of home leave or the educational institution, whichever is the less costly, for education grant travel, as appropriate.

9.3. The following conditions for staff members and officials and their eligible dependents, are applicable:

- (a) Travel time shall not be chargeable to annual leave;
- (b) Rest stopovers shall be subject to the provisions of paragraph 3.4 of these Standard Operating Procedures;
- (c) Terminal expenses or additional local transportation expenses to the place of home leave or family visit which exceed the norm shall be indicated and original receipts shall be furnished;
- (d) Accompanied excess baggage and unaccompanied shipment;
- (e) Standard insurance coverage shall be provided by the Court;

- (f) Expenses related to travel documents and visas shall be reimbursed;
- (g) When the home leave or family visit travel is postponed at the request of the Court, the Court shall assume responsibility for any surcharges or fees imposed as a result of the ticket changes.

#### Section 10

##### Reimbursement of local transportation expenses while on official travel

- 10.1 In connection with official travel outside the country of the duty station:
- (a) Terminal expenses shall be allocated to cover all expenses in respect of public transport between the airport or other point of arrival or departure and the hotel or other place of residence, transfer of baggage and other related incidental charges;
  - (b) Ten per cent (10%) of the daily subsistence allowance is intended to cover the cost of local transportation expenses;
  - (c) Applications for coverage of additional local transportation expenses (train, bus, taxi, etc.) which exceed these norms may be submitted. Such applications must be accompanied by original receipts. The total of these receipts shall be reduced by the total of the received local transportation expenses for the entire trip (10% of the total of the received daily subsistence allowance) and/or the total terminal expenses entitlement, as appropriate;
  - (d) All additional non-local transportation expenses shall be reimbursed in full;
  - (e) The Travel Unit is responsible for organizing rental vehicles for use on official travel, where approved on a travel request. All fuel receipts and a copy of the rental agreement shall be submitted;
  - (f) Whenever possible, local transportation should be estimated in advance for inclusion in the travel authorization.
- 10.2 In connection with official travel within the country of the duty station:
- (a) Terminal expenses shall not be paid for official travel within the country of the duty station;
  - (b) The normal route and mode of transport for official travel shall be the most direct and economical route and shall be limited to available public transportation;
  - (c) The cost of a first-class train/bus ticket by the most direct route shall be reimbursed;
  - (d) Applications for reimbursement may be submitted; such applications shall be accompanied by original receipts.

## Section 11

### Daily subsistence allowance

11.1 Daily subsistence allowance shall be paid to a traveller on official travel for each overnight stay away from his or her residence at authorized stopovers and at business destinations. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a total journey time of less than ten hours. If such a journey is for ten hours or more, forty per cent (40%) of the daily subsistence allowance shall be paid. If the travel period exceeds 60 nights, a reduced rate of daily subsistence allowance shall be payable.

11.2 Travellers in the General Service and Professional categories (or equivalent) shall receive one hundred percent (100%), those at the Director level (or equivalent) one hundred and fifteen percent (115%) and those at the Under-Secretary-General and Assistant Secretary-General levels (or equivalent) one hundred and forty percent (140%) of the applicable daily subsistence allowance. Fifty percent (50%) of the applicable daily subsistence allowance rate shall be paid to eligible family of staff members and officials while on official travel.

11.3 Special daily subsistence allowance rates for specified hotels shall not be eligible for the fifteen per cent (15%) or forty per cent (40%) supplement for staff at the D-1 level and above respectively.

11.4 When meals, accommodation or other expenses are provided as part of the itinerary, the daily subsistence allowance shall be prorated as follows:

- (a) If accommodation is provided, the daily subsistence allowance shall be reduced by 50 per cent;
- (b) If meals are provided, the daily subsistence allowance shall be reduced by 30 per cent per night (or the equivalent share per meal).

## Section 12

### Travel advances

12.1 An advance payment by bank transfer of 100 per cent of the estimated daily subsistence allowance may be made to staff members and officials travelling on official business for over two days, and of 75 per cent to non-staff members travelling on official business for over four days. No advance shall be paid in respect of other additional reimbursable expenses, such as terminal expenses or miscellaneous travel expenses.

## Section 13

### Loyalty programmes membership

13.1 The Court shall register travellers as members of loyalty programmes. Only the Court shall benefit from exclusive privileges, if such privileges are acquired on official Court travel.